

CHILD CARE LICENSING

PUBLIC HEALTH ISSUE:

1. To ensure that children attending a child day care agency are in a safe and healthy learning environment.
2. To aid the child day care agency in operating in a healthy, safe and efficient manner by providing guidance and by conducting inspections.

ROLE OF THE HEALTH OFFICER:

- Conducts inspections of facilities applying for child day care agency license. Health officer inspections are also performed when a license is renewed once every three years.
 - At the request of the Child Care Licensing Unit, health officers may conduct additional inspections to evaluate a specific alleged health risk or violation of environmental health rules in child day care agencies. Such an inspection may be performed jointly with the regional licensing coordinator.
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There are approximately 1150 licensed child care facilities in New Hampshire. Licenses are issued for a period of three (3) years. No fees are charged by the state for licensing. Health officers will be asked to do an inspection each time a license is to be issued, hence each three (3) years. Health officer inspections may be conducted more frequently if the town has a local ordinance to that effect.

DOCUMENTATION:

It is recommended that the health officer keep a file on each facility inspected. This file can then be passed on to subsequent health officers. The inspection form is in triplicate: a copy is kept with the health officer, a copy with the child care provider and a copy is sent by the child care provider to the Child Care Licensing Unit.

LICENSING COORDINATORS:

There are up to eleven (11) regional child care licensing coordinators covering the state. A list of coordinators and the towns located in their regions is found in the attachments. Areas may be reassigned due to staffing changes.

To understand the licensing and inspection process, the health officer may accompany his/her licensing coordinator on an inspection in their town. Contact your licensing coordinator to arrange a time.

Each licensing coordinator is in the state office one day a week as scheduled. There is at least one licensing coordinator on duty every week day. Child Care Licensing values the

collaborative relationship we have with local health officers. If we can assist in any way, please let us know.

RECOMMENDATIONS/HEALTH OFFICER APPROVAL

Health officer approval is required before the New Hampshire Child Care Licensing Unit will conduct their inspection and before a license can be issued.

During an inspection, the health officer should note ANY concerns on the form. The health officer may decide if this concern is a serious enough health hazard to:

Deny approval; or

Give conditional approval (specifying the conditions) and a time frame for meeting these conditions.

Use conditional approval if the problems are not severe enough to fail the applicant, yet attention should be given to the areas. The Child Care licensing Unit will follow up on such situations to see if they have been corrected by the time the licensing coordinator does his/her inspection. If the areas of concern have not been corrected, the licensing specialist will note this in a *Statement of Findings*.

A *Corrective Action Plan* must be submitted by the applicant to the Child Care Licensing Unit (CCLU) with a date by when the corrections will be made. The applicant must respond within that time period to the CCLU. Normally the health officer is not further involved. If you would like to be informed of the status of an applicant or feedback, please note that on the form, or contact your local licensing coordinator.

THE LICENSING PROCESS FOR CHILD CARE FACILITIES

1. The applicant contacts the Child Care Licensing Unit (CCLU).
2. The CCLU sends out an application packet with instructions. The packet included the Health Officer Inspection Report form to be completed by the local health officer (a copy is attached).
3. The applicant contacts the health officer to schedule an inspection.
4. The health officer completes his/her inspection, and signs the form. A representative of the child care agency also signs the form. The health officer keeps the pink copy, the white and yellow copies are left with the agency – the agency sends the white copy to the CCLU. NOTE: IF the health officer does not approve the applicant, the process stops here; the state will not issue a license.
5. **After** the health officer has completed his/her inspection and approved the applicant, the state licensing coordinator conducts his/her inspection looking at items such as the environment including learning materials and equipment, staff qualifications, and other program details.
6. Background checks (for violent crimes, crimes against children and past findings of child abuse and neglect) are conducted on all applicants, household members, and staff 17 years or older through the New Hampshire State Police. Abuse and neglect findings are checked with

the DCYF Central Registry for applicants and staff, and household members 10 years or older.

7. If all the forms are in place, the new child care agency receives a PERMIT to operate for SIX (6) months. During this six month period the Child Care Licensing Unit conducts a monitoring visit. If the agency is found to be in compliance with licensing rules and laws, the agency receives a THREE (3) year license.

No special insurance is required to be a licensed child care provider.

If the applicant is a renter, there is no state requirement that the landlord must be notified of the existence of the child day care activity.

RENEWALS:

Renewals are issued for a THREE (3) year period. Health officers are asked to do inspections every three years for the licensing process. If a local ordinance requires that inspections be done more often, this requirement supersedes child care program licensing rules.

Health officers can access the format the following link.

<http://www.dhhs.nh.gov/oos/cclu/documents/healthofficer.pdf>

The DHHS Child Care Licensing Unit also has the three-part form at their office and it is made available to child care providers. Health officers may print the inspection form out from the website, but would need to make copies (for provider, themselves and our office). If a health officer wants a small supply of forms, contact the Child Care Licensing Unit, which will send them.

RSA 170-E is the New Hampshire law requiring licensing for child care programs. The rules to implement this law are called He-C 4002. Rules may be accessed at <http://www.dhhs.nh.gov/oos/cclu/rules.htm> along with other information provided to child care programs. If you would like a hardcopy of the rules, please contact the Child Care Licensing Unit.

Maximum capacity is based on child care program licensing rules, life safety codes and health officer approval. The applicant indicates on the form the “desired maximum license capacity number.” If the health officer feels this is not realistic, he/she may approve the facility for a fewer amount of children. For example, if the applicant puts down 20 children, but the health officer feels that there is not adequate space, bathroom facilities, or the septic system would not handle that amount, and all else is fine, the health officer could approve the agency for 10 children. In such a case, the State would not issue a license for any more children than the health officer has stated.

Areas of inspection on the form are based on health related rules and input from health officers. Each question on the form includes the corresponding rule number(s). The Child Care Licensing Unit seeks the health officer’s insight on health-related matters.

Any discussion with the applicant or program staff regarding health issues or other area is appreciated. Please note any specific areas of concern on the form, even if it is not part of the questions.

The questions on the form have been formatted for easy yes/no/not applicable answers. There are also a comment sections. If you need more room, please feel free to add another sheet of paper with the name of the program on it.

Is the environment free of unclean conditions or disrepair?

He-C 4002.14(b) Programs shall maintain the child care environment free of conditions hazardous to children, including, but not limited to, the following:

- (17) Unclean conditions or disrepair which demonstrate a lack of regular cleaning or maintenance.

Is the indoor environment free of damp conditions, visible mold/mildew and musty odor?

He-C 4002. 14(b) Programs shall maintain the child care environment free of conditions hazardous to children, including, but not limited to, the following:

- (18) Damp conditions which result in visible mold or mildew or a musty odor.

Is child care space well ventilated, heated (at least 65°F) and lighted?

He-C 4002.14 (o) For all enclosed areas used by children, programs shall utilize areas which:

- (1) Are ventilated by means of an unobstructed mechanical ventilation system or an open, screened window, which does not pose a hazard to children;
- (2) Have a safe, functioning heating system;
- (3) Are heated to maintain a temperature of not less than 65° degrees Fahrenheit, whenever children are present; and
- (4) Include protection for children from exposed heat sources, which present a hazard, including but not limited to baseboard heaters, radiators, fireplaces and woodstoves.

He-C 4002.14 (p) Portable electric space heaters shall be approved by the local fire inspector and:

- (1) Be inaccessible to children;
- (2) Bear the safety certification of a recognized laboratory such as Underwriters Laboratory (UL) or Electro Technical Laboratory (ETL);
- (3) Be placed at least 3 feet from curtains, papers, furniture, or any other flammable object; and

He-C 4002.14 (q) Except for (p) above, all other portable heating devices shall be prohibited.

He-C 4002.14 (u) During the hours of operation, programs shall light sufficiently all child care space to allow the following:

- (1) Supervision of the children in care;
- (2) Individuals to move about safely; and
- (3) Children to complete projects and play safely.
- (4) Be installed and operated in accordance with the manufacturer's specifications.

He-C 4002.15 (i) Programs shall maintain bathroom facilities in accordance with the following:

- (1) Sinks, toilets, foot stools, potty chairs and adapters shall be cleaned and sanitized at least once a day and whenever visibly soiled;
- (2) Toilet paper, individual cloth or paper towels and liquid soap from a dispenser shall be available and accessible to children and staff;
- (3) Bathrooms shall have a means of outside ventilation.

Are trash containers, in which food or waste is disposed, covered?

He-C 4002.14 (af) Trash containers in which food waste, or soiled disposable cups, dishes or plastic ware are disposed shall be covered.

Related rule:

He-C 4002.14 (ag) Programs shall empty trash containers and remove the contents from child care space when the containers are filled, or sooner, if contents create an odor or a health risk.

Are there adequate protections against insects (e.g. screens on windows)?

He-C 4002. 14 (b) Programs shall maintain the child care environment free of conditions hazardous to children, including, but not limited to, the following:

- (12) Open doors and windows without screening which allow the entrance of insects into the child care environment;

Related rule:

He-C 4002.14 (v) Outside areas which are accessible to children shall be free of hazards including, but not limited to, the following:

- (9) Standing pools of water that may attract mosquitoes; and

Is the building free from loose and flaking paint?

He-C 4002. 14(b) Programs shall maintain the child care environment free of conditions hazardous to children, including, but not limited to, the following:

- (15) Loose and flaking paint which is accessible to children;

Related rule:

He-C 4002.14 (e) When interior or exterior surfaces are in a deteriorating condition, including flaking and peeling paint, and the building was built prior to 1978, the program shall:

- (1) Contact the NH childhood lead poisoning prevention program to determine what measures shall be taken in accordance with He-P 1600 to make the deteriorating surfaces intact;
- (2) Provide the department with documentation of the recommendations made by the NH childhood lead poisoning prevention program; and
- (3) Provide the department with documentation of compliance with the recommendations in (2) above.

Is there hot/cold running water under pressure available?

He-C 4002.15 (a) Programs shall have a safe supply of water under pressure available for drinking and household use in accordance with the following:

- (1) Hot water under pressure, which measures at least 100 degrees Fahrenheit, shall be available at all sinks used by children during operating hours;
- (2) Notwithstanding (a)(1) above, school-age programs which serve only school-age children and which are located in buildings which currently house public or private schools shall not be required to have hot water;
- (3) Hot water at taps, which are accessible to children, shall have an automatic control to maintain a temperature at the tap of not higher than 120 degrees Fahrenheit.

If water is not from a public supply, has it been tested within the last twelve months and are lab test results available?

He-C 4002.15 (a) Programs shall have a safe supply of water under pressure available for drinking and household use in accordance with the following:

(4) In accordance with Env-C 300, a program which cares for more than 24 children, and which has its own independent water supply that is considered to be a non-transient non-community water system, subject to regulation by the department of environmental services, shall have on file, available for review by the health officer and the department, a written document which lists the United States environmental protection agency identification number of the system, assigned by the New Hampshire department of environmental services; and

(5) Programs which have their own independent water supply and are caring for 24 or fewer children shall maintain on file, available for review, evidence that their water supply has been tested in accordance with the following:

a. In accordance with Env-C 300, water testing shall be performed by the department of environmental service's laboratory or by an independent water-testing lab certified by the department of environmental services to perform such tests in accordance with Env-C 300;

b. Water testing for bacteria and nitrates results shall be repeated at least annually and results maintained on file at the program, available for review by the health officer and the department;

c. For new applicants, documentation that not more than 90 days prior to the date the application is received by the department the water has been tested for bacteria, nitrates, nitrites and lead and determined to be at acceptable levels in accordance with the following:

1. Env-Ws 315.07 for bacteria; and

2. Env-Ws 316.01 for nitrates, nitrites and lead;

d. Documentation that on an annual basis, water has been tested for bacteria and nitrates and determined to be at acceptable levels, in accordance with Env-Ws 315.07 for bacteria and Env-Ws 316.01 for nitrates;

e. Any program whose water has been tested and has failed to meet the acceptable levels identified in this section or as required by the department of environmental services, shall:

1. Immediately contact the department to report that finding, and provide the department with a plan for how it will ensure that children will not be at risk from exposure to the unsafe water; and

2. Within 10 days of the date the program learns that they have failed a water test submit to the department an acceptable corrective action plan which details what action will be taken to correct the unsafe condition of the water and a date by which that action will be complete, unless the program requests, either verbally or in writing, and the department agrees, to extend that deadline, based on the following criteria:

(i) The program demonstrates that it has made a good faith effort to develop and submit the corrective action plan within the 10 day period but has been unable to do so; and

(ii) The department determines that the health, safety or well being of children will not be jeopardized as a result of granting the extension; and

f. When a program fails to submit a written proposed corrective action plan within 10 days of receiving the unacceptable test result under (a)(5)e. above, the department shall initiate action to suspend the license or permit in accordance with He-C 4002.09(q), until such time as laboratory results meeting those requirements are received by the department.

Is there adequate sewage disposal?

He-C 4002.15 (b) During all hours of operation there shall be functional sewage disposal facilities designed to accommodate the license capacity of the program, in accordance with the following:

- (1) There shall be no visible sewage on the grounds;
- (2) There shall be flush toilets in working order connected to a sewage disposal system; and
- (3) Any program whose septic system is showing signs of failure shall:
 - a. Immediately make arrangements with a contractor licensed to evaluate and repair or replace septic systems to:
 1. Make temporary repairs to the septic system to correct the problem so that the program may continue to operate; or
 2. Make permanent repairs to the septic system or replace the septic system;
 - b. Immediately contact the local health officer to inform him or her of the problem;
 - c. Immediately contact the department to verbally report the problem, and give the department a plan for how it will immediately provide that:
 1. All required bathroom units function properly; and
 2. Children will not be exposed to any risks from the failed septic system;
 - d. Within 10 days of the date that child care personnel first notice signs indicating that the septic system is in failure, submit to the department a written plan, which includes:
 1. What action has been taken to correct the failed septic system;
 2. The date by which that action will be completed;
 3. An explanation of how the program will ensure that the requirements in c.1. and c.2. above will continue to be met until repair or replacements are completed; and
 - e. Request an extension to d. above, which the department shall grant if additional time is necessary to develop a written plan and the safety and well being of the children is maintained.

Are flush toilets, one per every 20 children, in working order, clean and sanitary?

He-C 4002.15 (c) Programs shall provide at least one toilet and one wash basin for every 20 children of their licensed capacity.

Related rule:

He-C 4002.15 (d) Except for potty chairs for use by older infants and toddlers, programs shall not use portable toilets, chemical toilets, and/or any other toilets which are not attached to a functional sewage disposal system.

Are potty chairs and diaper changing areas away from food preparation/service areas and located adjacent to a hand washing sink?

He-C 4002.15 (j) In addition to the requirements for toilets set forth in (c) above, programs which serve children younger than 3 years of age shall:

- (1) Provide additional child size toilets, adult toilets with adapters, or potty chairs to meet a ratio of one unit for every 10 children ages 18 months through 35 months;
- (2) Place potty chairs within easy access to a toilet and sink to allow child care personnel to proceed to the toilet to empty the potty chair and proceed to the hand washing sink after toileting without having to open doors or gates, or have physical contact with other children;
- (3) Not place potty chairs in food preparation areas or food service areas; and
- (4) Empty and sanitize each potty chair receptacle after each use.

Related rule:

He-C 4002.15 (k) Programs serving diapered children and children who are not toilet trained shall have a designated diaper changing area which shall:

- (1) Not be located in kitchens or in food preparation or food service areas or on surfaces where food is prepared or served;
- (2) Except for the requirements in (5) below, be located adjacent to or in close proximity to a hand washing sink to allow access for hand washing without having to open doors or gates or have physical contact with other children;
- (3) Have a non-porous, washable surface, which shall be sanitized after each diaper change and used exclusively for diaper changing;
- (4) Contain a covered, hand-free receptacle, lined with a plastic bag and located within reach of the diaper changing area for disposal of soiled disposable diapers and cleansing articles;
- (5) In center based programs, in addition to the requirements in (1) through (4) above, the diaper changing area shall:
 - a. Be located in the room where the children in diapers are cared for; and
 - b. Be equipped with a sink used for adult and child hand washing before or after diaper changing or toileting;
- (6) The only exception to (5)a. above shall be for children ages 3 and older for whom privacy issues may be a concern;
- (7) Center based programs which, prior to May 31, 2000 were licensed to operate in a building which does not meet the requirements in (5) above, shall be exempt from those requirements until December 31, 2012, as long as they continue to meet the required minimum staff to child ratio for the children remaining in the classroom; and

(8) Any exception allowed under (7) above shall be valid only for the current licensee or permittee and shall no longer be valid if the program relocates to a new building, if there is any new or changed space or if there is a lapse in license.

Is refrigerator temp. at 41° degrees F or lower; freezer at 0° or lower?

He-C 4002.14 (aj) Child care personnel shall store all perishable foods which are to be served to children at temperatures of 41° degrees Fahrenheit or below in a refrigerator and at 0° degrees Fahrenheit or below in a freezer.

Related rules:

He-C 4002.14 (ak) Refrigerators and freezers used to store foods which shall be served to children shall be equipped with non-mercury, food service approved thermometers.

He-C 4002.14 (al) Child care personnel shall maintain in clean condition refrigerators and freezers used to store foods which will be served to children.

Are all toxic materials stored separately from food?

He-C 4002.14 (i) All containers of toxic and flammable materials shall be clearly labeled with the name of the product they contain, including but not limited to:

- (1) Tobacco products;
- (2) Cleaners;
- (3) Household chemicals;
- (4) Paint, not intended for use by children;
- (5) Hand sanitizers;
- (6) Sunscreen;
- (7) Pesticides and lawn care products; and
- (8) Materials labeled, “Keep out of Reach of Children”.

He-C 4002.14 (j) All items listed in (i) above shall be:

- (1) Stored separate from food items in a manner to prevent contamination of food items in case of leakage; and
- (2) In cabinets which are locked or secured with child proof latches or otherwise out of reach of children.

He-C 4002.14 (k) Such materials listed in (i) above, including all items labeled “Keep out of Reach of Children,” shall be used:

- (1) In accordance with the manufacturer’s instructions and for their intended purpose; and
- (2) Only in a manner that will not contaminate play surfaces, food or food preparations areas and will not constitute a hazard to children.

Related rule:

He-C 4002.14 (ah) All foods prepared and served to children shall be:

- (1) Free from spoilage, filth or other contamination;

- (2) Stored in a clean dry location;
- (3) Protected from sources of contamination;
- (4) Stored in containers at least 6 inches above the floor;
- (5) Stored separate from non-food items which could contaminate food or be mistaken for food; and
- (6) Stored in the original containers or in labeled containers designed for food storage.

Are first aid supplies available and non-expired?

He-C 4002.19 (o) Programs shall have on the premises and on all field trips a selection of non-expired first aid supplies adequate to meet the needs of the children enrolled in the program and each child participating in any field trip, as determined by the center director, site director or family child care provider.

Related rule:

He-C 4002.19 (p) Programs shall store the first aid supplies required under (o) above in a portable container, in a location that is easily accessible by staff and out of the reach of children.

Is information for managing injuries/emergencies posted near a phone?

He-C 4002.19 (r) In addition to (q) above, programs shall post a written plan near the telephone, detailing procedures for managing injuries and emergencies.

He-C 4002.19 (s) The center director, site director or family child care provider shall instruct all child care personnel about the existence and location of the plans required under (q) and (r) above.

He-C 4002.19 (t) The emergency plan required in (r) above shall include the following:

- (1) The location of first aid supplies;
- (2) The location of child care registration and emergency information forms;
- (3) The name, address and telephone number of the hospital to which children will be taken in case of acute emergency when the parents cannot be contacted or delay appears dangerous;
- (4) Instructions to dial 911 to access emergency police, fire department, ambulance, or rescue squad services and the New Hampshire poison center; and
- (5) The names and telephone numbers of emergency substitute staff.

Is current dog/cat rabies vaccination documented? (Turtles, parakeets, and parrot-like birds are not allowed.)

He-C 4002.14 (n) When there are pets in the program, child care personnel shall require that:

- (1) Dogs and cats have a current vaccination for rabies;

Related Rules:

He-C 4002.14 (m) Child care personnel shall ensure that the presence of pets in the program does not present a hazard to the children.

He-C 4002.14 (n) when there are pets in the program, child care personnel shall require that:

- (2) Pets and their living quarters are not allowed on food preparation surfaces or food service surfaces;
- (3) Litter boxes are not kept in food preparation or food service areas or in areas where children play;
- (4) Children are not exposed to animal feces or urine either indoors or outdoors;
- (5) Pets which are known to pose a health or safety risk to children are not permitted in rooms used by children and are not accessible to children;
- (6) Pets that have been determined by the department to pose a health or safety risk to children shall include, but are not limited to, the following:
 - a. Bats;
 - b. Turtles;
 - c. Tortoises;
 - d. Snakes;
 - e. Other lizards or reptiles;
 - f. Hedgehogs;
 - g. Parakeets; and
 - h. Parrots and parrot-like birds; and
- (7) The only exceptions to (6) above shall be for a visiting animal show, provided that:
 - a. Children wash their hands immediately after handling any animals; and
 - b. Once animals leave, all surfaces which animals came into contact with. are cleaned and sanitized immediately.

Is the swimming pool or wading pool maintained in a clean and sanitary manner?

(ad) All swimming pools or wading pools on the premises of the child care program or used as part of the child care operations shall be clean, maintained and supervised in accordance with the following:

- (4) Programs shall maintain all pools in accordance with the manufacturer or installer's printed instructions regarding cleaning, filtration and chemical treatment.

(ae) Wading pools shall:

- (1) Be emptied and cleaned after each use;
- (2) Be stored so that water does not collect in them

Related rule:

(ad) All swimming pools or wading pools on the premises of the child care program or used as part of the child care operations shall be clean, maintained and supervised in accordance with the following:

- (1) Child care personnel shall supervise children at all times when they have access to wading pools, which have water in them;

- (2) Child care personnel shall not allow children inside the swimming pool area or in the swimming pool without adult supervision;
- (3) There shall be at least one staff person who is currently certified in CPR present with the children at all times during any water activity, and whenever children have access to swimming pools or other bodies of water; and
- (4) The following:
 - a. In-ground pools shall be enclosed by a fence with a gate, which has a child proof, self-latching device and a lock;
 - b. Above ground pools shall be enclosed by a fence with a gate which has a child proof, self-latching device and a lock, or equipped with a lockable gate, lockable swing up stairway or other lockable barrier to prevent access to the stairs or ladders, or otherwise make the pool inaccessible to children;
 - c. A pool that is directly accessible from inside the building shall have a secure, lockable barrier, which meets the requirements in a. and b. above to make the pool inaccessible to children;
 - d. Pool gates, fences or other barriers as required in a., b. and c. above shall be locked during all operating hours, except when the children are involved in a supervised water activity in the pool;
 - e. The keys, combinations or other means to open the locks required in a. through d. above shall not be accessible to children; and
 - f. Each swimming pool shall be provided with a ring buoy and attached rope of sufficient length to reach the center of the pool from the edge of the pool and shall not be accessible to children.

(ae) Wading pools shall:

- (3) Not contain water that is more than 10 inches deep.

Is the indoor and outdoor environment free from any conditions other than those listed above that may be hazardous to children?

He-C 4002.14 (a) Programs shall establish and maintain a healthy and safe learning environment.

He-C 4002.14 (b) Programs shall maintain the child care environment free of conditions hazardous to children.

RESCINDING HEALTH OFFICER APPROVAL:

If the health officer is alerted to a situation at a licensed child care agency which he/she feels is a problem which poses a health risk to children, the health officer always has the authority to rescind his/her approval.

In the event that such a situation occurs, the health officer should be in close contact with the regional child care licensing coordinator. The health officer would next, write to the Child Care Licensing Unit stating the reasons for rescinding his/her approval. The Unit would then be in a position to begin the suspension or revocation process of the agency's license. The revocation of a license for a licensed child care agency is a long and complex process. However, if the issue poses an immediate danger to the children in care, an immediate suspension or revocation may be pursued.

Additionally, if there was a situation posing an *imminent health hazard*, the local health officer has the authority under RSA 128, RSA 147 and RSA 676:17 (Cease and Desist) to issue an order to clean up or remove the health risk, or close the agency immediately. Health officers should be in close communication with the local licensing coordinator if such a situation arises. If an urgent matter occurs, please call the Child Care Licensing Unit and ask that the licensing coordinator pages or ask to speak to a supervisor.

EXEMPTIONS:

Licenses from the state of New Hampshire are not required for:

- Sunday schools
- Any program operated BY a public or private elementary or secondary school or institution of higher learning. (If a child care program is located in a school, but operated by another group, it must be licensed.)
- Homes where a person may have UP TO THREE (3) children who are not their own (biological or adopted).
- Ski areas, health clubs, bowling alleys, shopping centers (parents on the premises)

COMMUNICABLE DISEASE OUTBREAKS:

If there is an outbreak of a communicable disease at a child care agency, the Bureau of Communicable Disease should be notified--either directly by the agency or through the health officer.

For More Information, Contact:

Child Care Licensing Unit
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301
1-800-852-3345, extension 4624
603-271-4624